

13 October 1960

SHELF FILING PROJECT SUMMARY

1. Completed projects

Headquarters

Field

29

STAT

2. Projects In Process

Headquarters

Field

4 - FDD, OL, Medical Staff
OTR

STAT

3. Statistical Analysis of Headquarters Completed Installations

a. Percentage of Gain in Floor Spaces (Sq. Ft.)

Cabinets required	6516 sq. ft.
Shelves required	2861 sq. ft.
Difference.....	3655 sq. ft. or 56% gain.

b. Percentage of Increase of Filing Space (Lin. ft.)

Cabinet Capacity	17,822 lin. ft.
Shelf capacity	23,235 lin. ft.
Difference	5,413 lin. ft. or 30% gain

c. Cost Comparisons (\$)

Replacement value of	
Cabinets, Safes, etc.	\$296,674
Cost of Shelving	95,299
Total Savings	201,375 (Equipment only)

4. Statistical Analysis of Completed Installations

a. Percentage of Gain in Floor Space Sq. Ft.

Cabinets required	213 sq. ft.
Shelves required	62 sq. ft.
Difference	151 sq. ft. or 71% gain

b. Percentage of Increase of Filing Space (lin. ft.)

Cabinet Capacity	272 lin. ft.
Shelf Capacity	<u>510 lin. ft.</u>
Difference	238 lin. ft. or 87% gain

c. Cost Comparisons (\$)

Replacement Value of	
Cabinets, Safes, etc.	\$14,466
Cost of Shelving	<u>2,147</u>
Total Savings -----	12,319

5. Total Volume of Records on Shelves - Linear Feet	18,261
6. Total Value of Equipment Returned to Stock	\$311,140.
7. Total Funds Expended for Shelving	\$ 97,446
8. Total Savings - Equipment Only	\$213,694